

~~SECRET~~OS REGISTRY
~~09 APR 198~~

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

SUBJECT: Control and Accountability of Removable
Magnetic Storage Media

1. Attached is a paper that outlines a significant security and management vulnerability that this Agency faces. I am specifically referring to the dramatic increase in the use of removable magnetic storage media (diskettes) which is primarily a result of the proliferation of personal computers within the Agency.

2. I have been advised that the Office of Information Services has organized a task force to examine the control of electronic information. As I believe that the control and accountability of removable magnetic media deserves immediate attention, I recommend that the attached correspondence be forwarded to the Director of Information Services for inclusion in the task force's scope of work.

Attachment
As Stated

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OS 7 6001

S E C R E T

SUBJECT: Control and Accountability of Removable
Magnetic Storage Media

25X1

OS/TSG/ISSD: (7 Jan 87)

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S E C R E T

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DRAFT CHARTER FOR THE ELECTRONIC INFORMATION CONTROL TASK FORCE

I. Background:

Agency computer systems can compile, collate, store, disseminate, manipulate and retrieve enormous amounts of information in a very efficient manner. But the very efficiency of these computers necessitates the adoption of new procedures within the Agency to better control the disposition of this information.

Unlike the headquarters handbooks and records control schedules associated with paper record systems, the Agency has few guidelines/standards regarding these electronic (machine-readable) records. Too often no determination is made whether the information created by users of Agency computer systems and stored electronically is of temporary or permanent value, nor whether it may be disposed of or must be preserved. There is no doubt that records of permanent value are inadvertently being destroyed while many temporary records are being retained far longer than necessary.

Electronic records must be incorporated into regular records management, appraisal, disposition, and accession procedures.

II. Product of the Task Force:

The product of the task force will be recommendations to the Deputy Director for Administration on policy and procedures required to properly identify the types of records, i.e., temporary or permanent, being created by existing and future Agency computer systems, and the process for scheduling, archiving, and disposing of electronic records. This should include consideration of increased automation of records management of electronic records in the Agency.

III. Membership:

Chairman: OIS

Representatives from:

DS&T

DO (rep. from IMS)

DI (rep. from OIR)

DCI Area

DA (one rep. each from OIT, OS, and OIS)

STAT

IV. Input to Task Force (briefings and data):

Outside the Agency:



STAT

Other (e.g., industry experience)

Inside the Agency:

DS&T

DO

DI

DCI Area

DA (in addition to OIS, OIT, and OS)

OIT

OS

OIS

V. Duration of Task Force:

Four Months.

VI. Support Requirements:

Office Space (existing space plus extensive use of conference rooms).

Secretarial Support (half-time secretary for the duration).

Funds (maximum of \$20k, e.g., for task force travel and for input to the task force by industry experts).